

☒ UNCLASSIFIED ☐ ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Micrographics Report - 1975

STAT	FROM	NO.	DATE
			6 April 1976

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/ISAS 7C18 Hqs.	4/6/76	4/6/76	EMP	
2. AI/DDA 7C18 Hqs.	4/6	4/7	B	
3. A/DDA 7D18 Hqs.		7 APR 1976		
4. DDA 7D18 Hqs.				
5.				
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11.				
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Declassified in Part - Sanitized Copy Approved for Release
2012/10/09 : CIA-RDP10T01930R000100080009-2

Not Declassified

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2012/10/09 : CIA-RDP10T01930R000100080009-2

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SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/187AS		
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Cal - Per Jack's note:
 Why don't we
 ask Debbie to work
 with Del and try
 to get you, Larry and
 me on Jack's calendar
 for early next week

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

AT/DDA

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Friday.)

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OFFICIAL ROUTING SLIP

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TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

DD/A 76-1149

Remarks:

STAT

I would like to know more about the problem of issuing a micrographic handbook, and, the problem of MPB in getting OTIR support. How about you, Larry, chatting with me

FOLD HERE TO RETURN TO

FROM: NAME, ADDRESS AND PHONE

DDA 76-1749

7 APR 1976

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM : John N. McMahon, Associate Deputy Director for Administration

SUBJECT : Agency Micrographics Report - 1975

1. This past year's report is most encouraging. It does demonstrate that the Agency, in learning more about micrographics, has come to appreciate the benefits and cost savings and efficiency and convenience that that technology offers.

2. I have some observations regarding the report which I pass on as added guidance or as commentary to the report itself.

a. It is true indeed that the Agency is out front in the micrographics area and undoubtedly we will be sought out and consulted by other Government agencies. While recognizing the desirability of sharing our technological advancement with our other governmental brethren, we should only do so to the extent that our capabilities and resources, namely people's time, are not diluted. We could make a career of briefing organizations on micrographics and in doing so do a disservice to our own mission and function. I expect restraint to persevere in responding to requests from the outside and that a proper balance be maintained to avoid pressure upon our limited capabilities.

b. You are well advised to recommend the employment of handicapped WAE employees in addressing the backlog of records to be micro-filmed. Such recommendations, however, should take into account the physical capabilities that we can provide to such a program, i.e., convenient parking, specialized rest rooms, etc., and the program to hire cannot get out in front of our physical preparation to accommodate the handicapped.

4-2-1

c. Re the problem of the titling arrangement used by the Documate II camera, if you have not already done so, I suggest that you discuss with NPIC or film developing companies such as Eastman Kodak processes which can be used to place titles on film. While there may not be a direct correlation, it is conceivable that the technologies already developed in the one may have application to your problem.

d. There is obvious progress with the MUG activities and we encourage that you maintain the momentum that is now established. We would urge that the MUG mechanism be used to promote the coordination of the micrographics handbook at least to the point of identifying precisely the areas of conflict so that management can bring to bear decision-making processes and prompting publication.

e. Please readdress the problem of micrographic seminars with OTR, define the problems, and bring them to this office for resolution.

f. Finally, regarding your summary, if MPB is anxious to spark a study surrounding computer input microfilm, then you should avail yourselves of the services provided by the Office of Research and Development and assume the role of the customer seeking the support as opposed to taking on the study yourselves.

STAT



John N. McMahon

Distribution:
Orig & 1 - C/ISAS

6 APR 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM :

[REDACTED]
Chief, Micrographics Program Branch, ISAS

VIA : Chief, Information Systems Analysis Staff

SUBJECT : Agency Micrographics Report - 1975

1. This memorandum is for your information.2. Background

This report summarizes Agency micrographics activities for calendar year 1975. Included is information on Agency applications; statistics on production; cost of equipment purchased; personnel data; and other information pertinent to the Agency Micrographics Program. These categories, where appropriate, will be supported by charts showing distribution of applications, user equipment, and production throughout the Agency.

3. Highlights

Significant Agency micrographics activities for 1975 are as follows:

	<u>1975</u>	<u>Increase over 1974</u>
New applications	30	20%
Cumulative Agency micrographic applications (Tab A)	435	7.4%
Agency Microforms Production - 1975 (Tab B)	18,801,000	8.6%
Source document images	11,777,279	7.3%
COM images	7,023,721	10.8%
Microfiche produced (Tab C)	715,770	81%
COM microfiche	154,418	93%
Source document microfiche	561,352	78%

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	<u>1975</u>	<u>Increase over 1974</u>
Total value of Agency micrographic equipment	\$3,731,744	9.4%
Equipment purchased in 1975	\$ 320,846	194%
Readers -- 630 Dollar value	\$ 97,723	79.2%
Reader-printers -- 70 Dollar value	\$ 110,833	295%
Storage & misc. equipment	\$ 15,962	--
Production equipment	\$ 96,328	265%
Agency investment in readers and reader-printers (Tab D)		
Paper avoidance (pages)	33,500,000	9.5%
Man years for production of microforms	94.2	1.3%
a. Staff years 80.7		
b. Contract years 13.5		
Production personnel salary costs (staff and contract)	\$1,134,887	6.9%
Production space allocations	16,000 square feet *	
	(not surveyed)	

4. Analysis

a. Acceptance of Microforms

During 1975 we have seen indications throughout Government of a wider acceptance of microforms. CIA has a reputation of being a forerunner in the Government micrographics area and we have been consulted by several Government agencies, i.e., NSA, FEA, Department of State, Postal Department, regarding the Agency's Micrographics Program--how it is organized, how

* 1973 data.

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it is administered, etc. This interest in the micrographics field portends that it is an activity that will continue to grow in the future. We expect continued pressure on the Agency's allocation of resources for file preparation personnel, production personnel, and procurement of equipment.

b. Computer Output Microfilm (COM)

During calendar year 1975 combined production from the DDA and DDO COM operations increased 10.8% over 1974. COM output now represents 37.4% of our total microform production for the Agency. Duplicates of COM-generated materials increased by 9.4%. Original and duplicate COM images totalled 33.5 million for the year. Microfiche are rapidly becoming the most acceptable form for COM output. Microfiche images now account for nearly 50% of the production of the DDO and 33% of the DDA.

c. Source Document Microfilm

Although our production of source document microfilm increased 7.3% over 1974 to 11,777,279 original images, we still have unused production capability in the central facility. A major reason for this small increase has been the inability of customers to perform the necessary file preparation tasks that are required to prepare source document files for microfilming. Currently we have 4,400 cubic feet of records (8,800,000 pages) approved for microfilming. In an effort to break this log jam, we recommended the employment of handicapped WAE employees to perform this file preparation work. Such personnel working under the supervision of P&PD and with someone from the originating office should provide some relief to this labor intensive problem of preparing documents for microfilming.

d. Major Equipment Activity

During April 1975 a COM Task Group was organized and chaired by MPB with participants from P&PD, OJCS, and DDO to review the need for upgrading the COM recorder in the Agency's production facility. Several pieces of equipment were reviewed first-hand by members of the Task Group and extensive studies were undertaken regarding the capabilities and limitations of each piece of equipment. The main reasons for upgrading P&PD's equipment centered around the long waiting time before a COM job could be converted through OJCS due to the programming involved and hardware limitations inherent

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in the Datagraphix 4360. Final decision was to upgrade to a Datagraphix 4561 and this recorder was installed in November of 1975. The monthly rental is \$4,500 with a three year lease. The balance of the year was devoted to shakedown and initial operator training on the equipment. Indications are that conversions of new and existing COM applications can readily be achieved using the miniprocessor contained in the new Datagraphix 4561. We expect 1976 to show a large increase in Agency COM production.

Another major equipment acquisition made by P&PD during CY-75 was the Documate II high speed microfilm camera at a cost of \$72K. This piece of equipment is capable of two/three times the daily production throughput that can be achieved using standard step and repeat cameras. The Documate II was installed in August 1975. The shakedown lasted for two to three months during which time technicians and replacement parts from the West Coast were required on several occasions. However, after the initial bugs were worked out of the system the camera performed extremely well. The one bottleneck in this system is the titling arrangement used by the Documate II camera. As it now exists, titles must be prepared by P&PD on paper tape for input into the camera. Several other titling arrangements are being considered. One is a modification to the camera to allow the use of customer-prepared title cards similar to the titling system on the NCR step and repeat cameras. Another is the possibility of optically scanning customer-provided title cards converting them to machine readable form and having some type of microprocessor interface to the Documate II to expedite titling.

e. Major Systems

Both the DDI and the DDO are considering replacements for their existing microfilm document storage and retrieval systems (ADSTAR). The DDI currently uses an eight-up aperture card system installed some 20 years ago. It was anticipated that with the advent of SAFE and the accessibility of computer terminals by analysts that the eight-up system would become part of the static microfilm data base for the SAFE Project. Since SAFE funding has been suspended, the DDI is looking for an alternate system. Several types of automated document storage and retrieval systems are currently under review. Candidate systems include high reduction ultrastrip, video

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retrieval, and mass memory digital document storage devices. Study of the systems will continue into 1976 and some time during the year a decision could be reached on what sort of replacement system will be procured by the DDI.

The DDO also is faced with the need to consider a replacement for the Walnut system. Two developmental contracts were let to study the use of an ultrastrip type system which would accept the original Walnut 35mm film as input. The tests were partially successful. However, DDO decided to first review their total records handling requirements and then establish a DDO records information control (DORIC) task group for this purpose. The DORIC task group plans to conceptualize the DDO records system through the 80's. Their deliberations and findings should lead to a design and system specifications for document storage and retrieval equipment necessary to support the Directorate's future records program.

f. Micropublishing

During 1975 the Office of Communications embarked on a major microrepublishing activity. This program called for world-wide distribution of many standard Communications reference manuals in microfiche form. Readers were purchased for all Commo overseas installations and reader-printers were purchased for Commo overseas area headquarters. This system is also in use in Headquarters. Publications are continually being updated and forwarded on microfiche to Commo stations around the world.

In April 1974 the DDI initiated the Finished Intelligence Program (FIP) which specified that all finished intelligence documents produced by the Agency would be converted to microfiche and disseminated voluntarily in that form. To date, unfortunately, this program has not received wide publicity and as of the end of 1975 only about six or seven microfiche copies of each publication are actually being distributed to consumers so requesting. We stress in our seminars that these documents are available on microfiche and we hope the distribution of finished intelligence reports in this medium will increase. We have asked CRS to urge the DDI to make an editorial comment inside the front cover of all finished intelligence publications to the effect that the document is available in microfiche and can be obtained through the standard distribution system.

FBIS publications are microrepublished and have received somewhat wider acceptance. Approximately 25 microfiche copies

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of each publication are distributed on a routine basis. Several customers request a silver duplicate so they can prepare additional duplicate copies in their own facilities. JPRS reports are also being converted to microfiche.

In the DDS&T, NPIC is also distributing various intelligence products in microfiche. During the year they upgraded their production facility with the purchase of a step and repeat camera at a purchase cost of \$26K. Prior to getting this new camera, NPIC used a microjacket system as the original microform, but the duplicates produced from this system required extensive manual processing and were of lesser quality than the products now distributed.

Agency field regulations have been microrepublished on a test basis for field distribution, and many Headquarters components have indicated they would like Headquarters regulations on microfiche also.

g. Training

Micrographics Program Branch's Introduction to Micrographics Seminar continues to be very popular. During 1975 we ran the two-day seminar on a quarterly basis and each seminar was oversubscribed. A total of 158 employees attended. In addition, MPB was asked by OJCS to provide a speaker at the EDP Orientation course and we participated in six OJCS presentations. Plans for the future are to prepare a one-day intensive Introduction to COM Seminar which will stress the capabilities of the Agency's new COM system.

h. Standards Activities

During 1975 MPB issued one micrographic standard for implementation across the Agency dealing with envelopes for microfiche.

In addition, MPB continues to participate in the National Bureau of Standards Task Group (TG-18). The goal of TG-18 is to develop a COM standard which will be issued as a mandatory Federal Information Processing Standard. During its first year TG-18 worked primarily on format and reduction ratio standards for Government-wide implementation. With the tremendous increase in COM production throughout the Government, NBS feels that standard formats and reduction ratios are a priority area. NBS plans to develop other COM standards for Government-wide use as necessary. NBS is involved in COM standards because

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COM devices are considered computer peripheral equipment and as such fall under the rules of the Brooks Bill. There is also an effort within the Micrographics Working Group of the Information Handling Committee to develop standards for source document and COM microfiche for implementation in the Intelligence Community. DDI represents the Agency in this Micrographics Working Group and coordinates closely with MPB and the Micrographics Utilization Group (MUG).

i. Micrographics Utilization Group (MUG)

MPB continues to chair MUG. We had six meetings during 1975 to discuss common problems within the Agency's Micrographics Program. Attendance at MUG meetings has increased dramatically and we now routinely expect about 25 members from the various Agency micrographics activities to attend. The Office of Security, Information Systems Security Group now actively participates in MUG. MUG provides an excellent forum for quickly disseminating and coordinating information affecting the Agency's Program.

j. Equipment Recycling

During the year MPB has made an effort to pick up any piece of micrographic equipment scheduled for property turn-in but which was still serviceable. Our reason for this is to use this equipment in our static display, for loan, or for no cost reissue. Over the course of the year MPB effected a cost avoidance of approximately \$5,000 from redistribution of this equipment. MPB plans to continue this activity and with the increased use of microforms we hope to increase our cost avoidance savings in CY-76.

k. Advanced Systems

There are several areas that we consider desirable for future study. The more immediate of these is the updatable microfiche technology. In late 1975 P&PD made arrangements to install a Scott System 200 updatable microfiche camera in the Agency. This camera will be installed for a six-month trial period in the Office of Security and will be used on a daily basis for conversion of security files to microfiche. The major advantage of the updatable system is that the microfiche master can be handled exactly like a file folder. When additional information is received, the master fiche is reinserted into the camera and the additional material recorded

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thereon. The second updatable microfiche system we are interested in is the Microx system. This system represents an even more exciting technology in that the camera processor is small, portable and inexpensive so that it becomes an ideal candidate system for the small office environment. Through most of the year we have had a prototype system in the Agency and have demonstrated it to several potential customers. Microx has entered a marketing agreement with Bell & Howell and the production model of their Updatable System should be available by mid-1976. MPB plans to purchase two of these systems for use within the Agency.

Another area of technology which we would like to investigate in the future is the Computer Input Microfilm (CIM) technology. This capability has become a reality with the installation of a Graphix I computer input microfilm system at the Naval Air Rework Facility in Jacksonville, Florida. This system provides the capability of taking documents which have been filmed on 35mm microfilm, scanning and converting them to machine language for re-entry into a computer system. The potential across the Agency for this technology would appear to be almost unlimited. It could be used to make archival film copies of information now contained on magnetic tape, and provide the capability of re-entry of this information into the computer. Mag tapes must now be refreshed every year or two to insure the capability of re-entry into the computer. A CIM, such as Graphix I, would also provide the capability to photograph existing paper documents and enter them into a computer. With the impact of FOIA and Privacy legislation, the ability to enter existing documentary information into a computer for rapid search and manipulation may well prove to be a desirable capability for the future.

1. Problem Areas

We encountered several problems during the year. One was our inability to coordinate and publish a micrographics handbook as a chapter in the Records Handbook series. While the Directorates seem to agree that a micrographics handbook is desirable, each Directorate had objections to MPB's charter, particularly as it relates to the audit function. The audit function is explicit in MPB's charter and we believe it is certainly a function that should be retained. A total of four audits were conducted in 1975 in the DDA, DDI, and DDS&T. They

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resulted in certain improvements being made to the files or the procedures under audit as the components adopted our recommendations. No audits have been conducted in 1976 because MPB was assigned in the summer of 1975 responsibility for coordinating word processing activity in the Agency, but without additional personnel resources. Something had to give! We are anxious to resume this important and vital function. Furthermore, we would also like to publish our handbook.

In general, support provided by OTR for our Micrographics Seminars has been lacking. For example, MPB must assume responsibility not only for course content, speakers, announcements, registration, class rosters, completion of training certificates, student handouts, etc., but also has had to do the physical preparation of the classrooms. On occasions, even audio visual equipment has either been lacking or not working. At a minimum MPB would like to be able to negotiate with OTR for a room at a particular time and then rely on their system to provide a proper classroom to accommodate the number of students anticipated.

Another problem has been the rather severe handling by OL/GSA personnel of our micrographic equipment as it is moved from place to place on loan. While we have not kept cost data on this matter, we feel intuitively that more care could and should be exercised in moving these rather delicate optical instruments.

5. Summary

In sum, the Agency's Micrographics Program is still going forward and at a satisfactory pace. There is one recommendation, however, that we would like to make. MPB believes the technology surrounding computer input microfilm can be of enormous benefit to not only this Agency but to Government and industry as well. Thus, MPB would like to spark a serious study of this technology and the benefits that could be accrued from its application in the Agency.

STAT



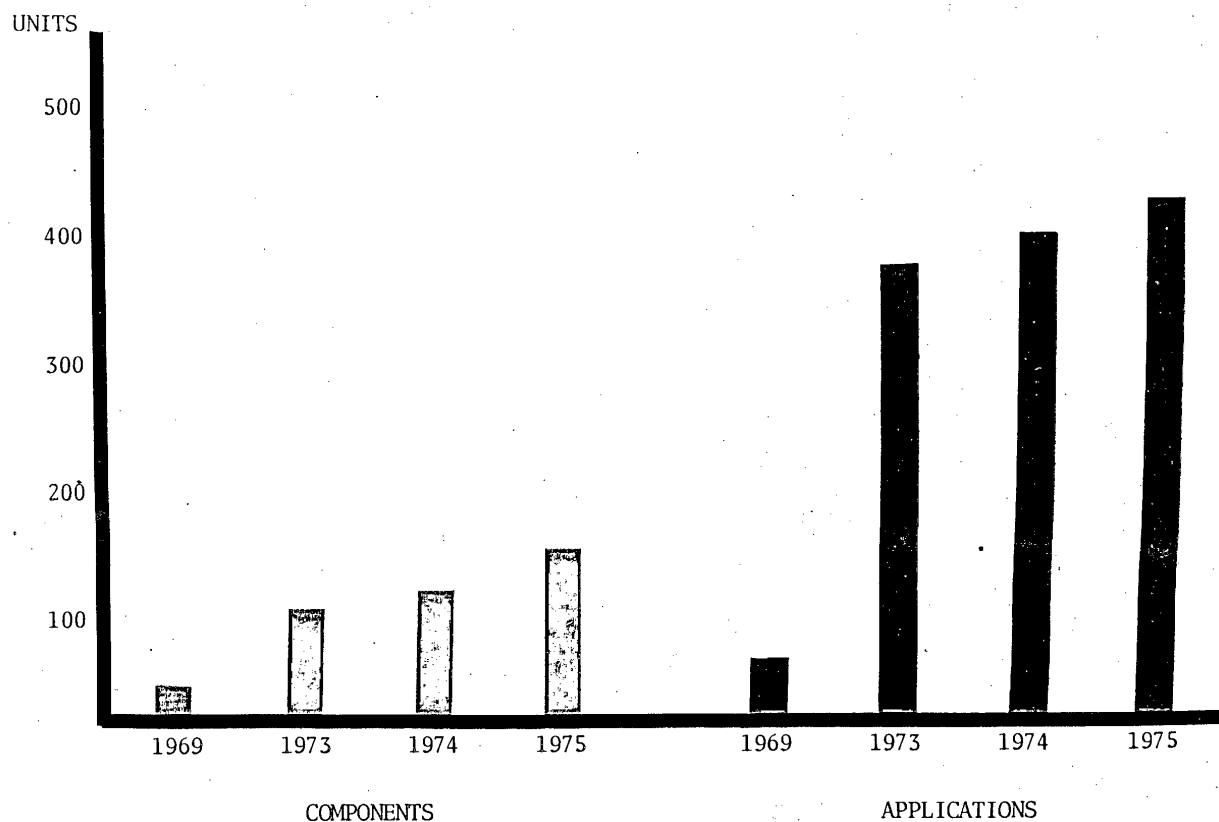
Attachments



AGENCY MICROGRAPHIC ACTIVITY

	<u>Components</u>				<u>Applications</u>			
	<u>1969</u>	<u>1973*</u>	<u>1974*</u>	<u>1975</u>	<u>1969</u>	<u>1973*</u>	<u>1974*</u>	<u>1975</u>
DDA	7	43	49	3	17	59	65	16
DDI	4	13	16	2	19	44	48	3
DDS&T	7	23	32	9	6	36	46	10
DDO	<u>6</u>	<u>35</u>	<u>39</u>	<u>1</u>	<u>16</u>	<u>241</u>	<u>246</u>	<u>3</u>
	24	114	136	15	58	380	405	32

* Cumulative

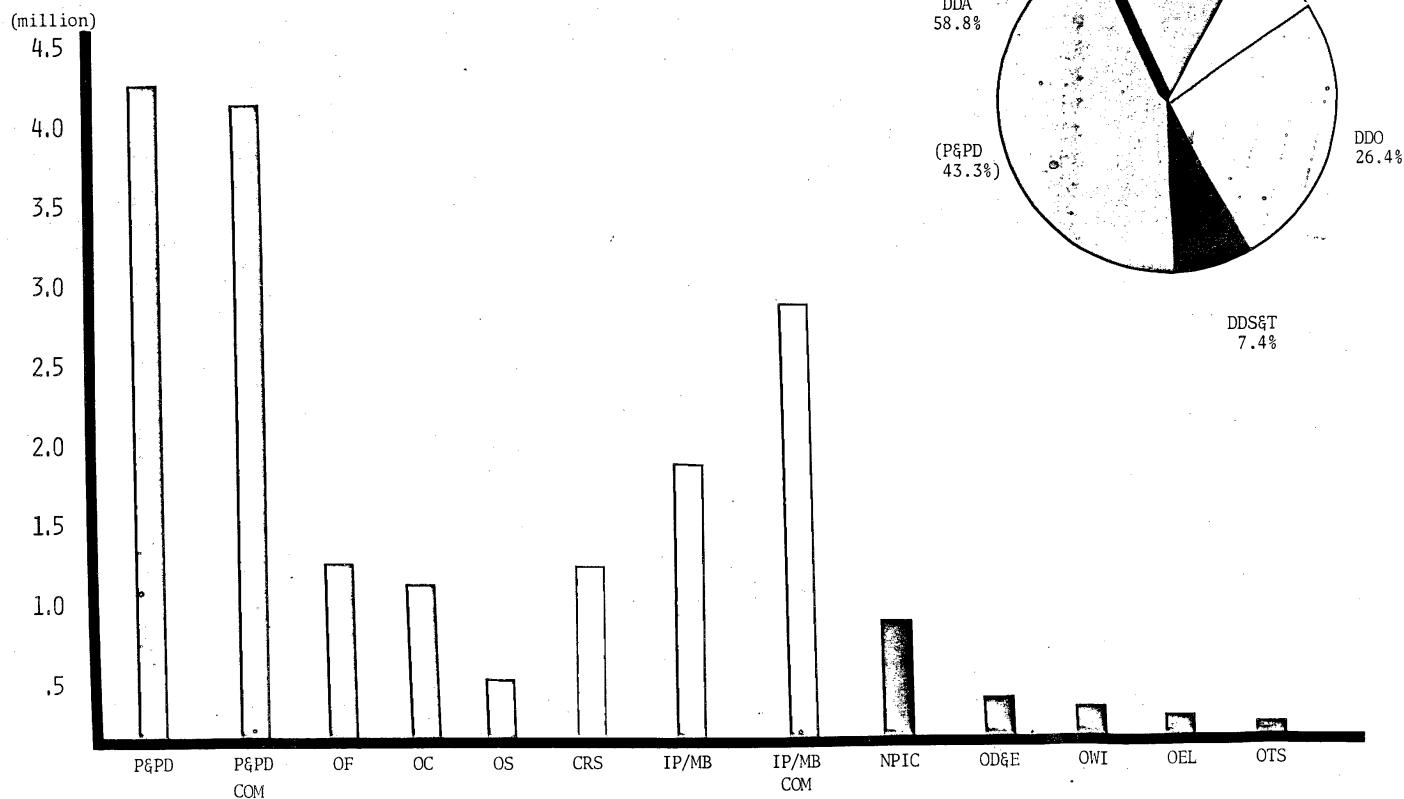


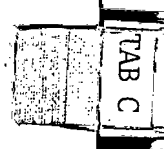
TAB B

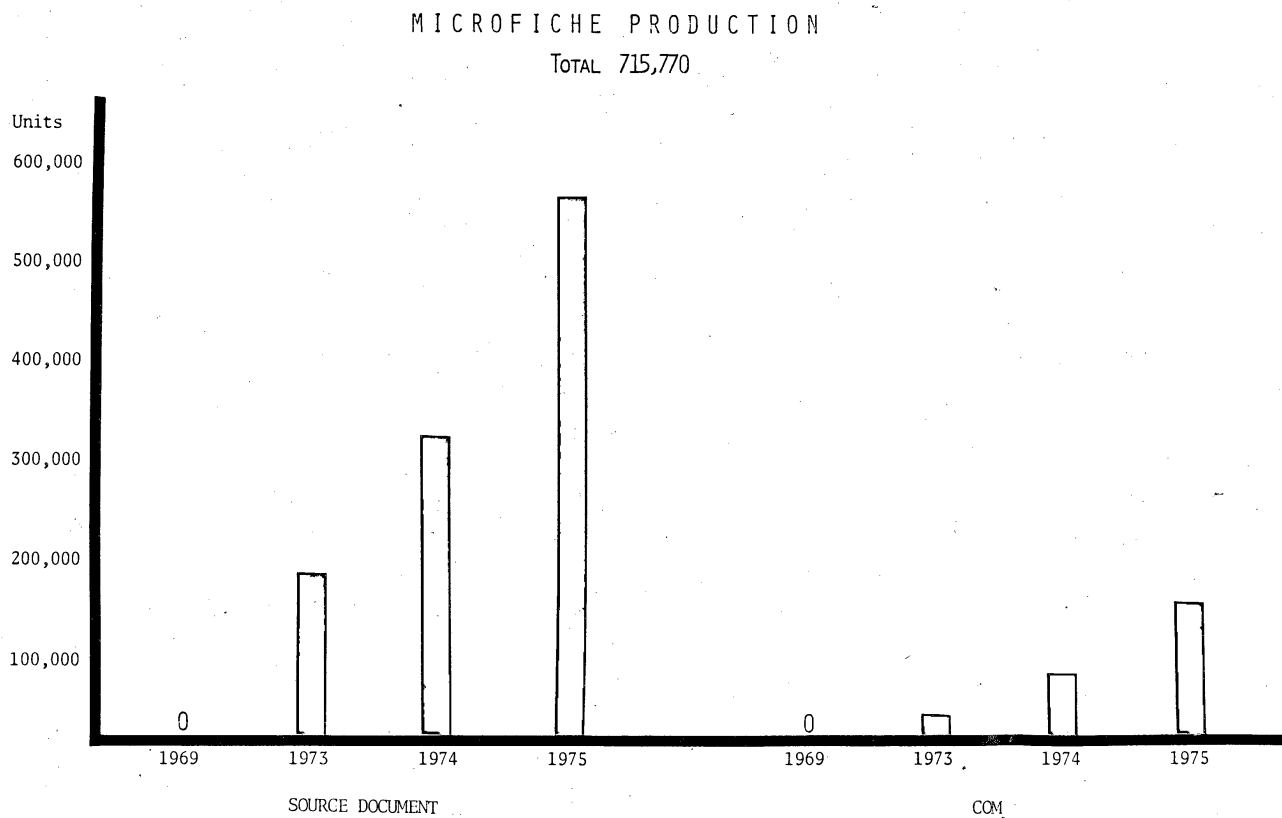
AGENCY MICROFORMS PRODUCTION - 1975

(INCLUDES COM)

18,801,000 ORIGINAL IMAGES







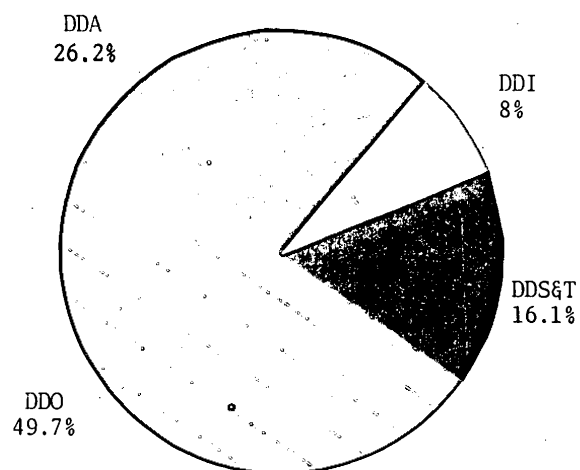
TAB D

USER EQUIPMENT DISTRIBUTION

INCLUDES SOME FIELD INSTALLATIONS

READERS

1,367 -- \$267,031



READER-PRINTERS

263 -- \$363,356

